



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CLASSIFICATION AND TREATMENT OFFICER I

Job Number: 20000655
Job Code: 22410V000101
Job Group: 2200 - CORRECTIONS
Job Established: 06/16/1982
Job Revised: 02/24/2006

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| Grade: 12 | <u>Salary (MIN - MID):</u> | <u>Special Entrance Rate:</u> |
| | \$14,938-\$19,789 - Hourly | NONE |
| | \$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary | NONE |
| | \$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary | NONE |

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in the evaluation, assessment and counseling of inmates in a correctional setting; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interviews inmates to formulate background material to recognize problem areas, to identify behavioral patterns and to develop a case history. Refers inmates to diagnostic testing or for further counseling to clarify or to gather information. Serves on classification/reclassification committees to determine living assignments, security classification and rehabilitative and educational needs of inmates. Administers and scores diagnostic tests. Prepares rehabilitative programs for inmates. Provides counseling to inmates on a continuing basis. Researches, prepares and submits reports and recommendations for institutional committees, furlough and parole requests, transfers and case records. Answers requests from inmates, inmates' families, public officials and general public.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting within a correctional institution.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.